

TRAINING COURSES FOR STAFF

PURPOSE

The purpose of this policy is to enable Kerrisdale Community Centre staff members to undertake training courses and workshops relevant to their roles and responsibilities as staff members.

GENERAL POLICY

The Board of Directors may approve the payment of 50% of an all-inclusive training fee up to \$350.00 per year for each staff member to undertake training courses approved by the Executive that will enhance the staff member's ability to contribute to his or her role on staff. Payment will be made upon verification of course completion.

"Each year" shall be defined as the period from September 1st to August 31st of any given year in accordance with the Society's February Annual General Meeting date.

Training courses may be taken through various organizations. Requests must be submitted to the Board Executive for pre-approval via e-mail or in writing along with the course details.

A one-page summary of knowledge gained from the courses undertaken must be presented to the Board and distributed to staff members to enhance knowledge sharing.